



CHECKLIST OF NECESSARY INFORMATION TO ACQUIRE A BUILDING PERMIT

1. City Permission (if property is within city limits)
2. Septic System Permit issued by Southwest Utah District Health Department, 88 East Fiddlers Canyon Road, Cedar City, UT 84720 (435) 865-5154.
3. Water Source
4. Two complete sets of plans including a cross section, footing and foundation details, elevation on all four sides and floor plan for all stories.
 - One in the building department
 - One on the jobsite
5. Plot plan showing setbacks and side yards.
6. Proof of ownership, legal description of the property, tax I.D. number, and physical address of the property. (Recorder's Office phone number 435-676-1112)
7. Proof of cost (to establish the valuation of the building). This may be from either the contractor or from the financial institution where the funds were obtained for the construction.
8. Building permit application. All required information must be complete. Please be sure to include the names and state license numbers of all contractors working on the project.
9. Owner/Builder Affidavit signed and notarized (if applicable).
10. Other approvals from State or local governing bodies which the Garfield County Building Department may deem necessary.
11. Any plans requiring a plan review (unconventional residential buildings and all commercial projects) will require two sets of paper plans and one set of plans on CD, Pdf file. Also, commercial swimming pools and kitchens will require approval from the Southwest Utah District Health Department, (435)865-5154.
12. Utah Prairie Dog Application. Contact the building department to see if this is applicable.
13. Proof of address sign legible from main road, dumpster, and porta-potty at construction site.



INSPECTION INFORMATION AND SCHEDULE

INFORMATION

1. All construction work for which your building permit has been issued shall be subject to inspection by the Garfield County Building Department and shall remain accessible and exposed until approved. Neither the Building Official nor Garfield County shall be liable for the expense entailed in the removal or replacement of any material required to allow inspection.
2. It shall be the duty of the person doing the work authorized by a permit to notify the Garfield County Building Department that the work is ready for inspection. Request for inspection shall be made to the Garfield County Building Department, no less than two working days prior to the proposed date of inspection. The request may be made by telephone or in writing.
3. It shall be the duty of the person requesting the inspection to provide access to and the means for inspections of the work.

INSPECTION SCHEDULE

1. Footings: After excavation and required forms and reinforcing steel is in place. Any other required materials, except concrete, shall be on the job site, including slab-edge insulation where applicable.
2. Foundation Walls: After forms and reinforcing steel is in place with any other required materials on the job site; includes basement wall exterior insulation or crawl space wall insulation where applicable.
3. 4-Way Rough: Rough framing, rough electrical, rough plumbing and rough mechanical. Energy Code requirements including floor insulation, wall insulation, glazing and door area, mass walls, joints and penetrations, duct insulation, vapor retarder and duct construction where applicable to be completed at the same inspection, if possible.
4. Insulation Inspection and shower pan.
5. Gypsum Board: After gypsum board is in place before taping and finishing.
6. Final Inspection: After finish grading's and the building is completed and ready for occupancy, but before occupying.
7. Other: Any other inspection that the Garfield County Building Department deems necessary to ascertain compliance with provisions of the codes.

NOTICE: The Garfield County Building Department will not perform a final inspection on an occupied building. Furthermore, they will not issue a signed Final Inspection or a Certificate of Occupancy on any permitted project with uncorrected code violations.